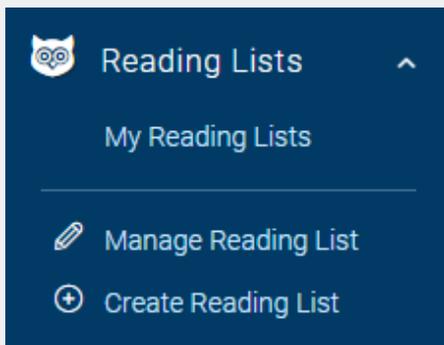


Reading List

How do I Create a Reading List

To create a new Reading List, select 'Reading Lists' on the left-hand side of your system and choose the option to 'Create Reading List':



1. The first step is to give your Reading List a title – this could perhaps be 'Mandatory Policies' or 'Onboarding Policies':

Create Reading List

Enter Reading List Title

Structured Reading List i

My reading list requires a reading deadline

Continue >

2. You have the option to make this a **Structured Reading List** – this will allow you to order the Policies, encouraging staff to read them in a certain order (please note this is not mandatory):

Structured Reading List i

3. You can then choose whether this Reading List requires a reading deadline (please note this is not mandatory):

How to use QCS Care Management System

My reading list requires a reading deadline

4. The next step is to select the documents you would like to sit within this Policy. You'll see you can select documents from the 4 different tabs – Policies, Custom Policies, Expert Insights and the Resource Centre

✔ 2 3
Title **Content** **Assign Staff**

Enter keyword to find content

Or browse by content type

Policies

Custom Policies

Expert Insights

Resource Centre

Select All

Show all Categories ▼

Show all Subcategories ▼

<input type="checkbox"/>	AB01	Archiving, Disposal and Storing of Records Policy and Procedure	Data Protection
<input type="checkbox"/>	AB02	Business Continuity Policy and Procedure	COVID 19 Hub
<input type="checkbox"/>	AB03	Business Expenses Policy and Procedure	Administration

5. Simply tick the box on the left-hand side of the Policies you'd like to appear in this Reading List, and you will see them appear in the yellow panel on the right-hand side.

6. If you have selected the option to make this a Structured Reading List, you'll be able to move the Policies to appear in the required order, within the yellow panel. Simply drag and drop them until you're happy with how they are listed:

2
4
^

↑ ↓ 1 b Overarching Medication Policy and Procedure

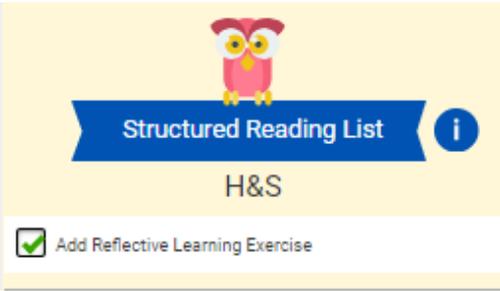
↑ ↓ 2 b Storage of Medication Policy and Procedure

↑ ↓ 3 b Safe Disposal of Medication Policy and Procedure

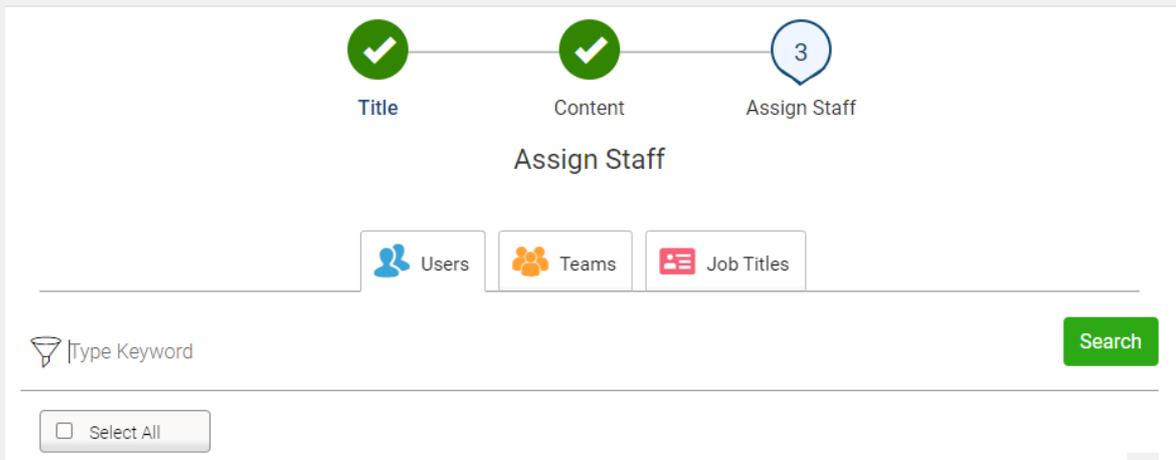
↑ ↓ 4 b Controlled Drugs Policy and Procedure

7. If this is a Structured Reading List, you can choose whether you'd like to add a Reflective Learning Record. This is a downloadable PDF document that allows the user to reflect on their reading:

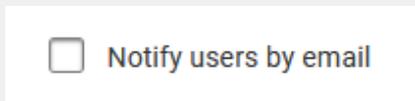
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8. The next page allows you to choose the staff member(s), or team(s) you would like to assign this Reading list to



9. You have the option to notify the selected users of the Reading list, and can do so by ticking the box:



10. Finally, click the 'Complete' button to save your work:



Once completed, you can manage this Reading List, its contents and its assigned users by choosing the option to 'Manage Reading List' within your Reading Lists section on the left-hand side of the system.